Headquarters U.S. Marine Corps Awards Processing System Brief

August 2000

presented by

Capt Ron Tootle
Deputy Branch Head, Military Awards Branch

Introduction

"The Personal Awards Program is a tool for Commanders to recognize the contributions of the Marines and Sailors entrusted to them. As commanders, we must place the appropriate emphasis on the Awards Program at all levels. This action serves two purposes: First, it allows tangible recognition to those Marines and Sailors whose actions are clearly deserving of recognition. Second, we send a message to his or her peers that we will reward superior performance." **ALMAR 019/00**

Purpose

- Instruct
  - Provide instruction on the how and why of the new Awards Processing System
- Inform
  - Provide Commanders with information on other awards issues
- Clarify
  - Provide clarification on awards policy and procedure

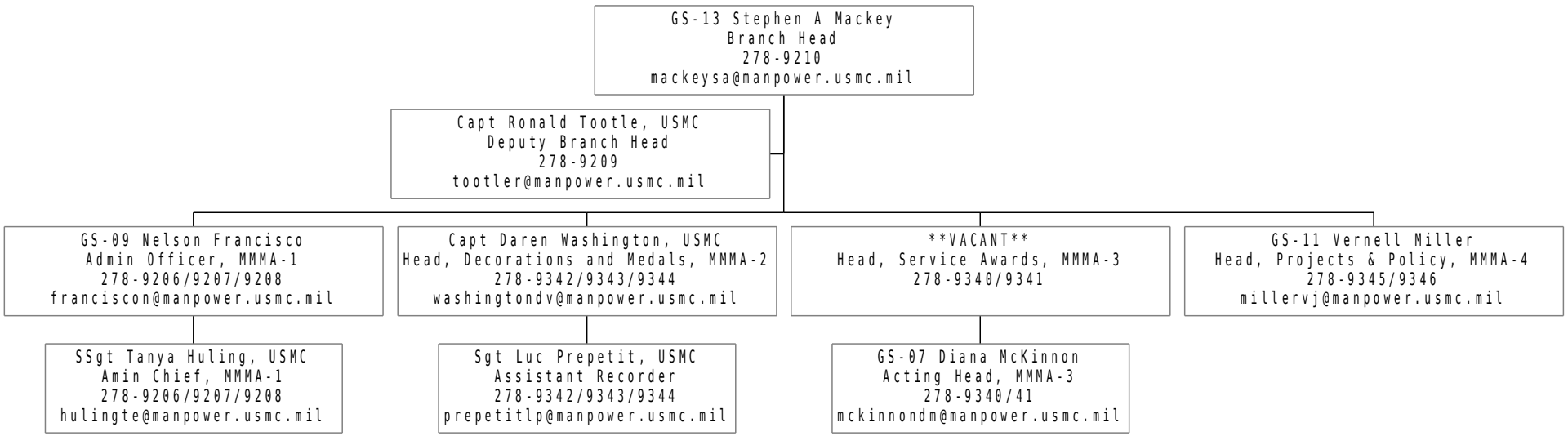
HQMC Military Awards Branch Mission Statement

The Mission of the HQMC Military Awards Branch is to receive, board, prepare, and transmit to the field, all awards submitted for approval to the Commandant of the Marine Corps. Additionally, the Awards Branch is responsible for ensuring that, once received, all Field Approved Awards are forwarded to MMSB for inclusion into the Marines Official Military Personnel File.

The Branch is also the conduit for

Organization, Military Awards Branch

09/13/16



Commandant of the Marine Corps (MMMA)

3280 Russell Road

Quantico, Virginia 22134-5103

fax: 703-784-9866

Endstate

Afford the *entire* Marine Corps access to an awards processing system that can be utilized by all levels (originator-company-battalion-regiment-division-MEF-MarFor-HQMC) for the processing, submission and storage of all personal and unit award recommendations.

Marine Corps - wide training will be conducted from April to July 2000. By Oct 1, 2000, all awards will be submitted using this system.

What was developed

- An Internet-based application (can be accessed by anyone in the Marine Corps that has Internet access) for originating, forwarding, processing and storing all personal awards. There was also a need for the award to be approved, printed, and awarded at the appropriate delegated awarding authority.
- The System must be secure (Privacy Act info such as SSN) with this Headquarters providing access to those members that require special access.

Awards Processing System

Step by Step procedures for using the System

The Website

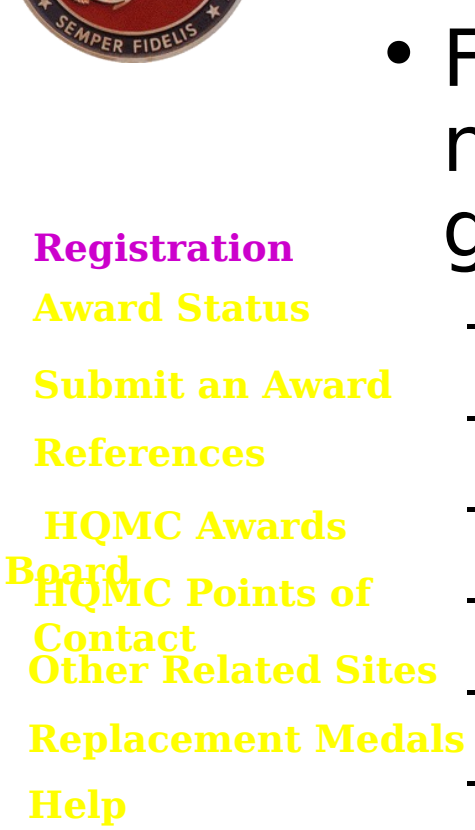
- In order to make the new Awards Processing System available to the entire Marine Corps, an internet site was developed
- The Website can be accessed from the MarineLink website (WWW.USMC.MIL) or directly at the following URL:
  - http://awards.manpower.usmc.mil

Awards Processing System Website

Main Page

Main Page Options

- From the Main Page there will be nine options as listed in the graphic.
  - Registration
  - Awards status
  - Submit an Award
  - References
  - HQMC Awards Board
  - HQMC Points of Contact
  - Other Related Sites
  - Help



Awards Processing System Website

Who Needs to Register

and

How to Register

Registration

- People required to register
  - All Officers/ Civilian leaders who write, endorse, or approve awards
  - Enlisted Marines that aid in the processing of awards
- If you are just checking the status of awards or browsing for MarAdmins, etc, you *Do Not Need* to register

Registration

09/13/16

Registration

- **Please complete all the fields and click the submit button when complete.**

First Name: **MI:** **Last Name:**

Social Security Number: **Rank or Pay Grade:** **Command/ Unit:**

(Last 4 characters)

Phone Number: **E-Mail Address:** **Are you an Awarding Authority**

(no spaces"(703)784-9035")

Yes - LM and below
Yes - MM and below
Yes - NMCCM and below
Yes - NMCAM/MOVSM
No

Requested Password
(minimum 6 characters)

:

Submit Request

Awards Processing System Website

References

References

- Before starting any endeavor, it is always good to have at your hands all of the references that you will need
  - Award Criteria
  - MCO 1650.19H
    - Administrative and Issue Procedures for Decorations, Medals, and Awards
  - SecNavInst 1650.1F
    - Navy and Marine Corps Awards Manual
  - MarAdmins - Award updates/information
  - NAVMC 2922 - Unit Awards Manual

Awards Status

09/13/16

00 Status | 99 Status | 98 Status | Help | Home

- The Majority of inquiries will be addressed at this page
  - Status of Awards submitted in
    - CY 2000
    - CY 1999
    - CY 1998
- To check the Status of Awards
  - Click on Link
  - Click on Search
  - Type in full last name

Summary Shadow - CMC award

09/13/16

Rank: MGySgt
Name: **BAUN**, WILLIAM C
Recommended Award: MM - Meritorious Service Medal
Status: Completed
Received at HQMC: 02/28/2000 12:00:00 AM
To CMC: 20000324
From CMC (Approval Date): 20000328
From HQMC (Mailed Date): 20000328
Sent to: DIR, M&RA, QUANTICO VA
CMC Decision (Approved Award): MM - Meritorious Serv
CN=Luc P Prepetit/OU=MM/O=MANPOWER

Summary Shadow Field Approved Award

09/13/16

- FIELD APPROVED RECORD

SSN: (Hidden from non-editors)
NAME: ABBOT DAVID J
GRADE: LTCOL
COMPONENT USMC
AWARD RECOMMENDED: MSM
AWARD FINAL: MSM
DATE OF AWARD: 4 FEB 00
RETIREMENT?: Yes
Start Date of Award: 11 JUL 97
End Date of Award: 30 JUN 99
Command where this award was issued:
CG I MEF 1 MARDIV 1ST MAR

CPEN

Explanation of codes

- New - New award
- Staff - Received at HQMC pending Board Action
- Board1-2e - Received at HQMC and at the Board
- CMC1-CMC4 - At CMC for approval
- MMMA-2 - Award approved, at writers
- MMSB – Award approved and fwd to MMSB for inclusion into OMPF
- Completed - Award approved and mailed
- Hold - Waiting for additional information
- SecNav - Requires SecNav approval

Awards Processing System Website

How to Submit an Award

Submit an Award

09/13/16

- Click on Submit an Award and sign-on
- To submit a New award, you must have registered in order to get a user name and password
  - your user name is your full name as you type it in
  - your password is the one that you submit

Submit an Award

- As an originator, you have two options for submitting an award
  - Fill out HQMC APS 1650 (EF), Summary of Action and recommended citation on-line
  - Fill out HQMC APS 1650 (EF) on line and cut and paste from another word processing application (Word, WordPro, etc) the certificate and citation

Preparing the HQMC APS 1650 (EF)

09/13/16

- Fill out the HQMC APS 1650 (EF) completely, paying particular attention to the following Blocks
  - **Block 1** - Complete SSN
  - **Block 2** - Complete Name
  - **Block 14**
    - If retiring, how many years
  - **Block 15**
    - Date of Detachment (anticipated ceremony date)
    - Do not build lead time into this date (Be an Honest Broker)
    - Click box for Retirement/Transfer/Terminal Leave

Preparing the HQMC APS 1650 (EF)

- **Continued…**
  - **Block 22** - All info on Originator (Originator click on "sign" link to sign his name to award
  - **Block 23** - Originator Should fill out all via Addressees up to the Approval Authority
    - If there are more than three Via Addressees, then click on the "more" link to add more
    - Only the Via Addressee, or his direct representative, should click on the "sign here" link. That option will automatically put the name of that individual in the signature block of the next via addressee.
  - Ensure that the Summary of Action and Proposed Citation are included in the award submission

Awards Processing System Website

How to Forward an Award

Forwarding an Award

09/13/16

ENTER PREPARERS EMAIL ADDRESS HERE

save without forwarding

ENTER THE FORWARDING EMAIL ADDRESS HERE
ENTER EMAIL ADDRESS HERE FOR CARBON COPY

COMMENTS CAN BE ENTERED HERE

- The originator/ preparer fills out the top email address (this address will become a permanent part of the document as a POC address)
- The next two lines are for Via addressees
  - Since there is no address book in the program, you can cut and paste from your local address book
  - Those addressees will receive an email from the server with a link to the site where this award is stored.
- The comments entered will be listed after your name in the history of the award. The purpose is to enable via addressees a medium by which they can write comments, positive or negative.

Forwarding an Award

- To Save without forwarding, click on “save without forwarding”
- To Close without saving, click on “Close”
- To Forward up the chain of command, click on the “Submit” button
  - Do not “Submit” until the award is completed and ready for forwarding up the Chain of Command

Forwarding an Award

- Forward ALL awards, to include Field Approved Awards, to the following Address:
  - HQMCAwardsBoard@HQMC
  - This action only works for awards created on the internet site
  - It moves the award to our New Mail received folder
- All other correspondence should be sent to
  - Awards@manpower.usmc.mil
  - Change of Status, forgotten password, etc

Awards Processing System Website

Commander Responsibilities

Establishing a Unit Mailbox for Awards Submissions

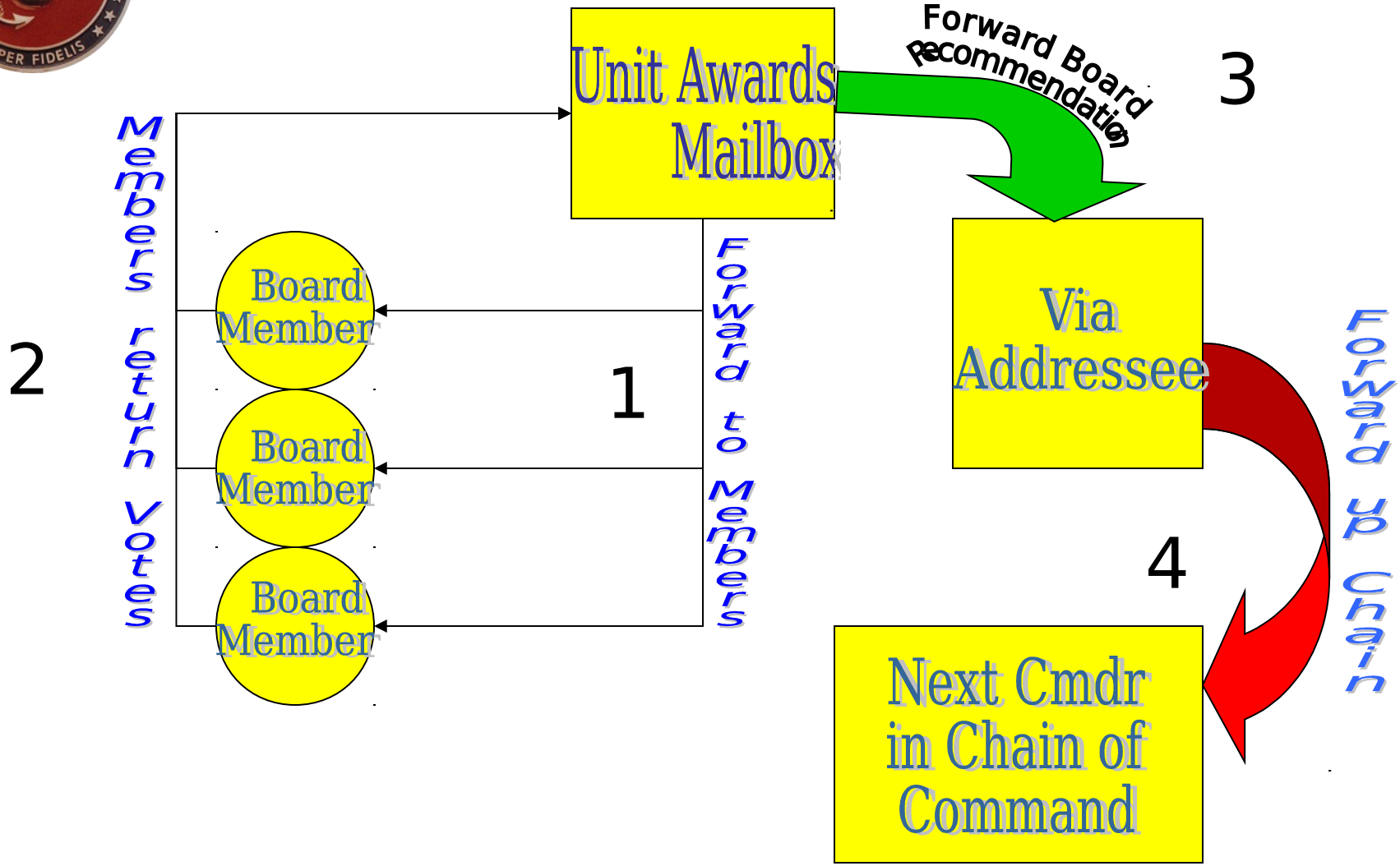
- To make it easier to forward awards up the chain of command, recommend that each command generate a “Command Mailbox” for awards submissions under the cognizance of the Command Adjutant or other assigned individual
  - For example: “Awards@manpower.usmc.mil”
- This will ensure that, even with personnel turnover, the awards process will not be impacted

Establishing Command-level Awards Boards

- The Navy and Marine Corps Awards Manual directs each awarding authority to establish an Awards Board to review all award recommendations
  - Since all awards for a command will be forwarded to a Unit Mailbox, the Adjutant (Recorder) can forward the link from the mailbox to the board members. They, in turn, open the link, read the award, close the award (without saving), and make a recommendation on the award in the reply email.
  - Once all votes are tallied, the Recorder then has two options
    - Open the award and record the board vote in the comments (they will become a permanent part of the award document) and forwards the award to the Commander for endorsement/approval
    - Forward the link to the Commander for action

Sample Routing within Command

09/13/16



Awards Processing System Website

Commanders

Courses of Action

Command Action

- Commanders have three courses of action on any personal award submission
  - Endorse the Award
  - Approve the Award (provided they have been given sub-delegated approval authority for that level award)
  - Return the award for modifications

Endorse the Award

- To endorse the Award:
  - Open the award and fill out the info in Block 23
    - Recommended award {Drop down menu}
    - Click on the “sign” link in the signature block
      - User Name and Password are requested
      - User is authenticated via our database
    - Date forwarded is automatically generated
  - Forward the award to the next person/command mailbox in the Chain of Command
  - Add comments as necessary

Approve the Award

- If the Commander has approval authority
  - He (or his designated representative) fills out Block 24 of the HQMC APS 1650 (EF)
    - Disposition is the level of award approved {Drop down menu}
    - Click on “Sign” link
    - Date is automatically filled in
  - Authorization box pops up
    - User Name and Password
    - Authentication is provided via our database

SecNav Delegated Approval Authority

- CMC
- ComMarForLant, ComMarForPac, CG, MCCDC
  MEF Cmdrs
  ComMarForRes
- Flag-level Cmdrs
- BnCmdr (SPCMCA)

- LM and below, MUC
- MM and below

- NC and below
- NA (Impact only)

Return the Award for Rework

- If the Commander feels that the award recommendation is not well written, the award can be returned for rework
  - The award cannot be stopped with no action taken
  - This option allows the subordinate commanders the option of strengthening the award write-up
  - This is not the preferred COA. The award should be written with enough detail originally to substantiate the level of award recommended
    - Do not inflate an award recommendation to “guarantee” a lessor award

Awarding Authority Policy Considerations

- Policy Considerations: MCO 1650.19H Encl (2) para 7 d and e
  - "Commanders in the chain of command may recommend a lower award than that originally recommended, but such commands may not approve a lower award and stop further transmittal of the recommendation."
  - Additionally, "Awarding authorities shall forward the original, signed OPNAV 1650 and a copy of the signed citation/certificate to the CMC (MMMA) for recording and inclusion into the Marine's OMPF."
    - Do not send original to MMMA and a copy to MMSB as MMSB will forward the copy to MMMA for verification of award

Awards Processing System Website

Help Functions

The Help Screen

- Options on the Help Screen
  - How to Use
  - Points of Contact
  - All About
  - Other Links

How to Use

- This is a detailed description of the following items
  - Where to go to find something
  - How to submit an award
  - What this database can do for you
- A copy of this brief will be attached for downloading

Points of Contact

- Attached is an organization chart of the Military Awards Branch
  - A by-Billet listing of points of contact
  - Phone Numbers
  - Email addresses

All About this Database

- Explains in detail how the database was created
  - The system used to create it
  - Gives recognition to the creative minds in the inception, development, and fine-tuning of this Awards Processing System

Other Links

- The following links are provided
  - All Marine Corps Medal of Honor Recipients
  - An interactive Ribbon Chart that gives the History and eligibility requirements for all Marine Corps Medals
  - An interactive Ribbon Checker that will visually mount your decorations

Value Added

- There is a distinct value added to the new process that will become readily apparent once it is instituted:
  - Awards are forwarded via Email: faster and more efficient way to get endorsement/decision on award recommendations.
  - Reduction in the amount of paper used in the processing of awards.
  - Savings in cost of FedEx and overnight delivery of award recommendations.
  - Reduced storage space for hard copy awards...can be saved and filed on disc or CD-ROM
  - Easier way to process and track the status of awards. Up-to-date and accurate information.

Other Awards Issues

- Specific Achievement Navy & Marine Corps Achievement Medals
  - Awarding authority is BnCmdr with Special Courts-Martial Convening Authority.
  - ALMAR 104/95: Increased the number a Commander can approve from 1:25 to 2:25 of their T/O.
  - Awarded for Specific Achievement (IMPACT) **NOT** End of Tour.
  - Specific Achievement is defined as “a single act or action that warrants recognition” or “superior performance on a specific task generally not to exceed 6 months.”

Unit Award Issues

- Per the Marine Corps Order, the following guidance is provided
  - Awards must be submitted by the next higher Commander (the unit that is being recognized cannot submit itself for an award)
  - Command endorsements NEED to say more than just “Forwarding recommending approval.” MarAdmin 245/99
  - The order states that the performance expected of Marine Units is excellence, just doing good does not guarantee an award

Changes to the MCO 1650.19H

09/13/16

- Due to the substantial changes to award processing and policy changes, the MCO 1650.19 will be revised and republished this summer
- The MCO, as well as the SecNavInst 1650 and the NAVMC 2922, Unit Awards Manual, are available for download on the Internet site

Conclusion

- The HQMC Awards Branch, as the Commandants representative on all matters pertaining to military awards, has a responsibility to maintain the most up-to-date and user friendly process by which awards are processed.
- The establishment of the electronic Awards Processing System will allow the Marines and Fleet Commanders the opportunity to better process their awards and enable the HQMC Awards Branch the ability to better support them.

Questions?